

**CALIFORNIA DEPARTMENT OF EDUCATION**  
**School Library Survey Collecting Information from the 2004-2005 Academic Year**

*This printable-version of the CDE Library Survey is available for use as a worksheet before going online, for your files, and for use in training. The online version shows only one question per screen. The online survey is located at <http://www.cde.ca.gov/ci/cr/lb/>.*

**To reach the record for your school, select the correct *county*, *district*, and then *school* using the pull-down menus. Information collected here should reflect the library situation at the close of the 2004-2005 school year. Contact Barbara Jeffus at 916-319-0445 for assistance.**

1. Do you have a dedicated common area in your school designated as the library?  
 If "Yes", continue filling out the survey. Please answer every question.  
 If "No", go to the bottom of this survey page and submit the survey now.
  - ☐ Yes
  - ☐ Yes, a joint-use school library and public library
  - ☐ No, but we share a library with an adjacent school
  - ☐ No (This response will take you to the close of the survey)
  
2. During a normal school week (not summer or vacations), how many hours is the school library open for students?
 

<input type="radio"/> 0	<input type="radio"/> 26-30
<input type="radio"/> 1-5	<input type="radio"/> 31-35
<input type="radio"/> 6-10	<input type="radio"/> 36-40
<input type="radio"/> 11-15	<input type="radio"/> 41-45
<input type="radio"/> 16-20	<input type="radio"/> 46-50
<input type="radio"/> 21-25	<input type="radio"/> 51 or more
  
3. Based upon when the school library is open for students, either on their own, with passes, or with classes, check one or more of the following:
  - ☐ (A) Before classes start
  - ☐ (B) During class time
  - ☐ (C) During breaks (for example, nutrition)
  - ☐ (D) During lunch
  - ☐ (E) After school
  - ☐ (F) Some evenings
  - ☐ (G) On weekends
  - ☐ (H) Summer school
  - ☐ (I) None of the above
  
4. Do you have at least one of the following paid credentialed staff working in the school library?
  - ☐ Credentialed library media teacher
  - ☐ Emergency-credentialed library media teacher
  - ☐ Credentialed teacher without a library media teacher credential
  - ☐ None of the above (This response will take you immediately to question 6 in the online survey)
  
5. Select the phrase below that best describes the hours worked by the credentialed staff.
  - ☐ More than one full-time equivalent
  - ☐ Full-time equivalent
  - ☐ Half-time or more, but not full-time equivalent
  - ☐ Less than half-time equivalent
  
6. Do you have at least one paid classified employee working in the school library?
  - ☐ Yes
  - ☐ No (This response will take you immediately to question 8 in the online survey)

7. Select the phrase below that best describes the hours worked by the classified library employee(s).
- ☐ More than one full-time equivalent
  - ☐ Full-time equivalent
  - ☐ Half-time or more, but no full-time equivalent
  - ☐ Less than half-time equivalent

8. Is the school library staffed by volunteers only?
- ☐ Yes
  - ☐ No (If you answered "Yes" to either question 4 or question 6, this answer must be "No")

9. Enter the number of books in the school library collection at the end of the 2004-2005 school year. Include reference books in your count and count each reference volume as one.

- |  |                                       |
|--|---------------------------------------|
| <input type="radio"/> Fewer than 2,500 | <input type="radio"/> 25,000 – 27,499 |
| <input type="radio"/> 2,500 - 4,999    | <input type="radio"/> 27,500 – 29,999 |
| <input type="radio"/> 5,000 - 7,499    | <input type="radio"/> 30,000 – 32,499 |
| <input type="radio"/> 7,500 - 9,999    | <input type="radio"/> 32,500 – 34,999 |
| <input type="radio"/> 10,000 - 12,499  | <input type="radio"/> 35,000 – 37,499 |
| <input type="radio"/> 12,500 – 14,999  | <input type="radio"/> 37,500 – 39,999 |
| <input type="radio"/> 15,000 – 17,499  | <input type="radio"/> 40,000 – 42,499 |
| <input type="radio"/> 17,500 – 19,999  | <input type="radio"/> 42,500 – 44,999 |
| <input type="radio"/> 20,000 – 22,499  | <input type="radio"/> 45,000 – 47,499 |
| <input type="radio"/> 22,500 – 24,999  | <input type="radio"/> 47,500 – 50,000 |
|  | <input type="radio"/> 50,001 or more  |

10. Enter the average copyright date of the books in the school library's 520 section. Include books in both the 520 circulating and 520 reference sections.

**PROCEDURE:**

- Count the number of books in the 520s (from 520 to 520.999, Dewey Decimal Classification).
- Next add up the copyright dates of all the books in the 520s. Divide the sum of the copyright dates by the total number of books in the 520s.
- **Example:** Assuming you have only 3 books in the 520s and their copyright dates are 1984, 1992, & 2001, then:  $1984 + 1992 + 2001 = 5977$ , divided by 3 = 1992 (rounded off to a whole number).
- Enter whole numbers only. Do not use letters, words, or any form of punctuation.

**Correct entry:** 1992

**Incorrect entries:** "92", "approx. 1992", "1992.333", or "1992+".

**Average copyright date of books in Dewey section 520. Round off to a four-digit year.**

11. Check one or more of the following technologies available in the school library:

- ☐ (A) Automated catalog
- ☐ (B) Automated library circulation
- ☐ (C) Automated textbook circulation
- ☐ (D) Internet access for students
- ☐ (E) Online access to full-text periodicals or other subscription databases
- ☐ (F) Video collection
- ☐ (G) DVDs or laser disks
- ☐ (H) Audio books
- ☐ (I) None

12. How much money was spent in the school library for **purchasing library books** during the 2004-2005 school year? Include processing costs if purchased with library books. (Any answer other than "\$100,000 or greater" will take you to question 14)

- |   |   |
|---|---|
| <input type="radio"/> No Budget             | <input type="radio"/> \$ 50,000 - \$ 54,999 |
| <input type="radio"/> Less than \$ 5,000    | <input type="radio"/> \$ 55,000 - \$ 59,999 |
| <input type="radio"/> \$ 5,000 - \$ 9,999   | <input type="radio"/> \$ 60,000 - \$ 64,999 |
| <input type="radio"/> \$ 10,000 - \$ 14,499 | <input type="radio"/> \$ 65,000 - \$ 69,999 |
| <input type="radio"/> \$ 15,000 - \$ 19,999 | <input type="radio"/> \$ 70,000 - \$ 74,999 |
| <input type="radio"/> \$ 20,000 - \$ 24,999 | <input type="radio"/> \$ 75,000 - \$ 79,999 |
| <input type="radio"/> \$ 25,000 - \$ 29,999 | <input type="radio"/> \$ 80,000 - \$ 84,999 |
| <input type="radio"/> \$ 30,000 - \$ 34,999 | <input type="radio"/> \$ 85,000 - \$ 89,999 |
| <input type="radio"/> \$ 35,000 - \$ 39,999 | <input type="radio"/> \$ 90,000 - \$ 94,999 |
| <input type="radio"/> \$ 40,000 - \$ 44,999 | <input type="radio"/> \$ 95,000 - \$ 99,999 |
| <input type="radio"/> \$ 45,000 - \$ 49,999 | <input type="radio"/> \$100,000 or more     |

13. If you spent more than \$100,000 on books, enter the amount here.

**PLEASE NOTE:** Enter whole numbers only. Do not use letters, words, or any form of punctuation.

**Correct entry:** 150000.

**Incorrect entries:** "approx. 150,000", "hundred and fifty thousand", "150,000+".

14. How much money was spent in the school library for purchasing library materials for student use **other than for books** during the 2004-2005 school year? Include periodicals (paper or electronic), technology and media resources, and related equipment. Do not include salaries, conference expenses, routine supplies, maintenance agreements, etc. (Any answer other than "\$100,000 or greater" will take you to question 16)

- |   |   |
|---|---|
| <input type="radio"/> No Budget             | <input type="radio"/> \$ 50,000 - \$ 54,999 |
| <input type="radio"/> Less than \$ 5,000    | <input type="radio"/> \$ 55,000 - \$ 59,999 |
| <input type="radio"/> \$ 5,000 - \$ 9,999   | <input type="radio"/> \$ 60,000 - \$ 64,999 |
| <input type="radio"/> \$ 10,000 - \$ 14,999 | <input type="radio"/> \$ 65,000 - \$ 69,999 |
| <input type="radio"/> \$ 15,000 - \$ 19,999 | <input type="radio"/> \$ 70,000 - \$ 74,999 |
| <input type="radio"/> \$ 20,000 - \$ 24,999 | <input type="radio"/> \$ 75,000 - \$ 79,999 |
| <input type="radio"/> \$ 25,000 - \$ 29,999 | <input type="radio"/> \$ 80,000 - \$ 84,999 |
| <input type="radio"/> \$ 30,000 - \$ 34,999 | <input type="radio"/> \$ 85,000 - \$ 89,999 |
| <input type="radio"/> \$ 35,000 - \$ 39,999 | <input type="radio"/> \$ 90,000 - \$ 94,999 |
| <input type="radio"/> \$ 40,000 - \$ 44,999 | <input type="radio"/> \$ 95,000 - \$ 99,999 |
| <input type="radio"/> \$ 45,000 - \$ 49,999 | <input type="radio"/> \$100,000 or more     |

(This response will take you to question 15 in the online survey)

15. If you spent more than \$100,000 on materials other than books, enter the amount here.

**PLEASE NOTE:** Enter whole numbers only. Do not use letters, words, or any form of punctuation.

**Correct entry:** 150000.

**Incorrect entries:** "approx. 150,000", "hundred and fifty thousand", "150,000+".

16. Check one or more of the following funds used to purchase library materials during the 2004-2005 school year. While some of these funds are no longer available, it is possible they were available to use in 2004-2005.

- ☐ (A) California School Library Act Funds
- ☐ (B) Instructional Materials Fund (IMF)
- ☐ (C) State Lottery Funds
- ☐ (D) Digital High School Funds
- ☐ (E) Per Pupil Allotment (district or site)
- ☐ (F) General Fund (district or site)
- ☐ (G) School Improvement Program Funds
- ☐ (H) Fund-raising (parent groups, book fairs, etc.)
- ☐ (I) Title I (federal)
- ☐ (J) Title V (federal)
- ☐ (K) *Governor's Book Fund* Grant (state)
- ☐ (L) *Improving Literacy through School Libraries* Grant (federal)
- ☐ (M) Start-up Funds
- ☐ (N) Other
- ☐ (O) None of the above

17. Which of the following terms best describes the method used to schedule classes in the school library?

- ☐ Fixed/Block (classes scheduled at regularly specified times)
- ☐ Flexible (open schedule, i.e. scheduled visits at varying times according to need)
- ☐ Mixed (some classes block-scheduled, some flexibly-scheduled)
- ☐ No class visits

18. Which of the following services and/or programs were regularly provided in the 2004-2005 school year?

- ☐ (A) Offered a program of curriculum-integrated information literacy instruction
- ☐ (B) Informally instructed students in the use of resources
- ☐ (C) Planned or conducted workshops for teachers
- ☐ (D) Assisted school curriculum committee with recommendations
- ☐ (E) Collaborated with teachers to develop, implement, and evaluate student learning two or more hours per week.
- ☐ (F) Provided teachers with information about new resources
- ☐ (G) Provided reference assistance to students and teachers
- ☐ (H) Helped students and teachers find and use resources outside school library
- ☐ (I) Provided interlibrary loan for students and teachers
- ☐ (J) Provided reading, listening, and viewing guidance for students
- ☐ (K) Helped parents realize importance of lifelong learning
- ☐ (L) Coordinated in-school production of materials
- ☐ (M) Coordinated video production and dissemination activities
- ☐ (N) Coordinated cable TV, distance education, and related activities
- ☐ (O) Coordinated school or library computer networks
- ☐ (P) Provided access to online library catalog and circulation
- ☐ (Q) Provided Internet and online access for students in the library
- ☐ (R) Provided instruction on Internet searching and research
- ☐ (S) Provided electronic access to a resource sharing network
- ☐ (T) Communicated proactively with principal
- ☐ (U) None of the above

19. Select the **two** library online subscription information databases most often used by students. This question does not apply to CD-ROM databases. If you selected "(S) Other", enter one or two of the most often used "other" online subscription database(s) that are not on this list.
- ☐ (A) Biography Resource Center (Thomson Gale)
  - ☐ (B) College Source
  - ☐ (C) EBSCO periodical database (any level)
  - ☐ (D) E-Library (ProQuest Database)
  - ☐ (E) Encyclopedia Americana
  - ☐ (F) Encyclopedia Britannica
  - ☐ (G) Facts on File
  - ☐ (H) Grolier Multimedia Encyclopedia Online
  - ☐ (I) Grove Dictionary of Art
  - ☐ (J) H.W. Wilson Readers Guides
  - ☐ (K) InfoTrac database (Thomson Gale)
  - ☐ (L) NetTrekker
  - ☐ (M) NewsBank grade level or subject-related database
  - ☐ (N) Opposing Viewpoints (Thomson Gale)
  - ☐ (O) ProQuest database
  - ☐ (P) SIRS (ProQuest database)
  - ☐ (Q) World Atlas database (Facts on File)
  - ☐ (R) World Book Online
  - ☐ (S) Other (When submitted, this response will prompt boxes in which you can write the names of one or two most used databases that do not appear on this list.)
  - ☐ (T) None